University of Idaho
Facilities Services

FAMIS Web Time

User Manual

Haight, Timothy

3/3/2012

Table of Contents

Introduction 3
User Requirements 3
Purpose 3
Time Card Description 4
Access FAMIS Web Time 6
Invalid Login Errors 7
Adding a New Time In/Time Out Record 11
Editing a Time In/Time Out Record 15
User Works a Split Overnight Shift 15
User Works Different Hours One Day 17
Absences 20
Adding Work Orders 22
Editing Work Orders 28
Approving Your Time Card 30
Hours Less Than 40 31
Deadline to Submit Time Card 31

Introduction

The FAMIS Web Time system was designed to make time entry for individuals who are required to track time in and time outs, as well as work orders. This system was developed for these reasons:

- The University of Idaho implemented a web based time system that does not track work orders.
- In order to use this system, a separate entry would have to be made in FAMIS to enter the work order.
- The current time card system in FAMIS records time cards on a daily basis. The desire is to be able to manage time cards on a weekly basis.

User Requirements

To use the FAMIS Web Time system, the user must:

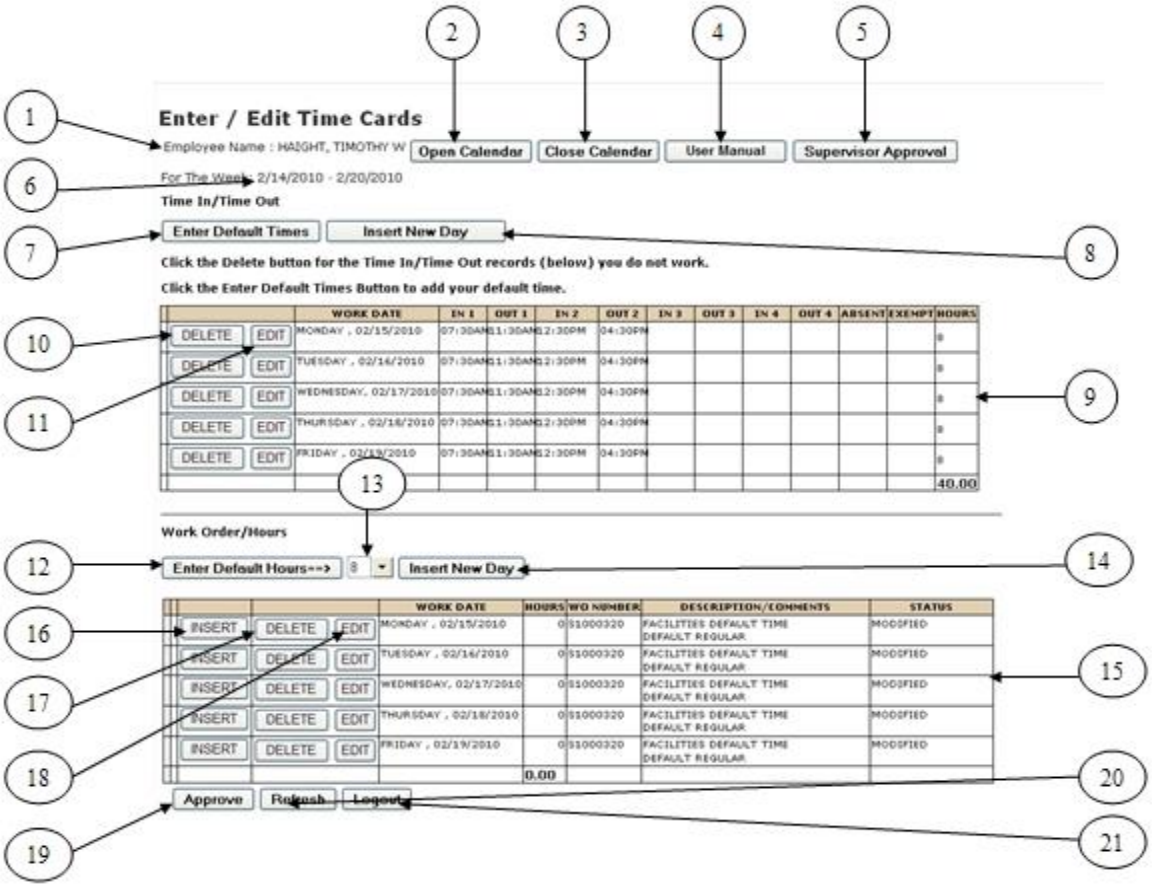
- Have access to a computer connected to the University of Idaho network.
- Have an account in the PROD database.
- Have an account in FAMIS.

Purpose

The purpose of this document is to:

- List the user requirements.
- Instruct how to log in.
- Instruct how to enter / edit time in/time out records.
- Instruct how to enter / edit work order / hours records.

Time Card Description



Number	Item	Description
1	**Logged in Employee Name**	Indicates who is logged in
2	**Open Calendar Button**	Opens a calendar to allow you to select a different week
3	**Close Calendar Button**	Closes the calendar
4	**User Manual Button**	Opens the online user manual in a separate browser window or tab
5	**Supervisor Approval Button**	Visible if you are a supervisor. When clicked, opens the Supervisor Approval Form, which is used to approve employee time cards
6	**Selected Week**	Indicates the selected week. This can be changed by opening the calendar and selecting a different week
7	**Time In/Time Out Table Enter Default Times Button**	Enters the default times that are stored in FAMIS into Time In/Time Out table for the logged in user for the selected week.

Number	Item	Description
8	**Time In/Time Out Table Insert New Day Button**	Allows logged in user to enter a new Time In/Time Out record.
9	**Time In/Time Out Table**	Shows the Time In/Time Out records for the logged in user for the selected week. This table shows the hours the logged in user worked during the selected week. Absences and Exemptions are indicated by a Y in the appropriate fields.
10	**Time In/Time Out Delete Record Button**	Allows the logged in user to delete a Time In/Time Out record.
11	**Time In/Time Out Edit Record Button**	Allows the logged in user to edit the selected Time In/Time Out record.
12	**Work Order/Hours Table Enter Default Hours Button**	Enters the value of the Hours Drop Down List into the logged in user's Work Order/Hours table for the selected week.
13	**Hours Drop Down List**	Allows the logged in user to change the number of default hours when the /Hours Table Enter Default Hours Button is clicked. The default value is 8.
14	**Work Order/Hours Table Insert New Day Button**	Allows the logged in user to insert a new Work Order/Hours record.
15	**Work Order/Hours Table**	Shows the work orders and **paid** hours for the logged in user for the selected week. If absences are indicated in the Time In/Time Out table, such as holidays, sick time, leave, etc, these are accounted for by a work order, so there may be a difference between the number of hours in the Time In/Time Out and the Work Order/Hours tables. The logged in user's pay is based on the Work Orders/Hours table.
16	**Work Order/Hours Table Insert Record Button**	Allows the logged in user to insert a record in the Work Orders/Hours table. When clicked, the date for the selected day is entered in the Insert Work Order Hours form.
17	**Work Order/Hours Table Delete Record Button**	Allows the logged in to delete the selected Work Order/Hours record.
18	**Work Order/Hours Table Edit Record Button**	Allows the logged in user to edit the selected Work Order/Hours record.
19	**Approve Button**	Allows the logged in user to approve the selected week's time card. When clicked, the status is changed to "E APPROVE"
20	**Refresh Button**	Refreshes the screen

Number	Item	Description
21	**Logout Button**	Closes the time card form and returns the logged in user to the login screen.

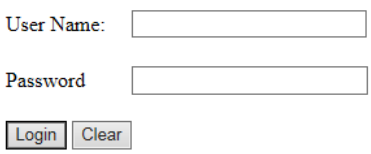
Access FAMIS Web Time

There are several ways to access FAMIS Web Time. You can put an icon on your desktop, go directly to the FAMIS Net Services page (http://facilities.dfm.uidaho.edu) or start from the FAMIS section of the Administrative Applications page -

1. FAMIS Administrative Applications Page (http://banner.uidaho.edu/famis)

2. Select FAMIS Self Service – which will open the Net Services page. The following screens may look slightly different depending on the browser used. Internet Explorer is generally safest.

3. Click FAMIS Web Time



1. Enter your User Name and Password, then click the Login button
2. If you successfully enter your User Name and Password, you will be taken to your time card for the current week.

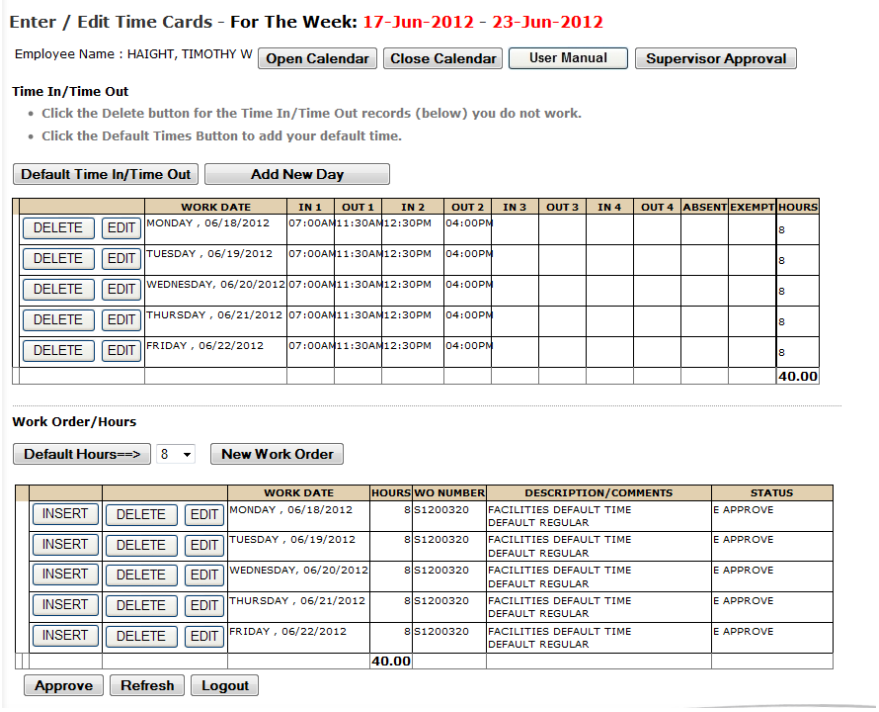
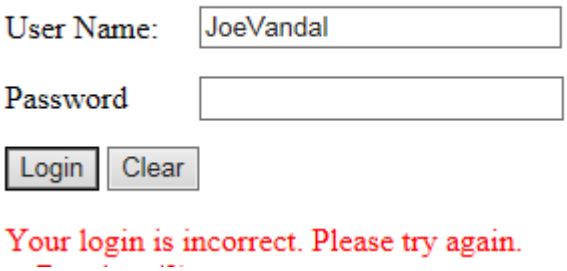

Enter / Edit Time Cards - For The Week: 17-Jun-2012 - 23-Jun-2012
Employee Name : HAIGHT, TIMOTHY W
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day
WORK DATE | IN 1 | OUT 1 | IN 2 | OUT 2 | IN 3 | OUT 3 | IN 4 | OUT 4 | ABSENT | EXEMPT | HOURS
DELETE EDIT MONDAY , 06/18/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
DELETE EDIT TUESDAY , 06/19/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
DELETE EDIT WEDNESDAY, 06/20/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
DELETE EDIT THURSDAY , 06/21/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
DELETE EDIT FRIDAY , 06/22/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
40.00
Work Order/Hours
Default Hours==> 8
New Work Order
WORK DATE | HOURS | WO NUMBER | DESCRIPTION/COMMENTS | STATUS
INSERT DELETE EDIT MONDAY , 06/18/2012 8 S1200320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
INSERT DELETE EDIT TUESDAY , 06/19/2012 8 S1200320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
INSERT DELETE EDIT WEDNESDAY, 06/20/2012 8 S1200320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
INSERT DELETE EDIT THURSDAY , 06/21/2012 8 S1200320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
INSERT DELETE EDIT FRIDAY , 06/22/2012 8 S1200320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
40.00
Approve
Refresh
Logout

Figure 3 - Current Time Card

Invalid Login Errors



The User Name and Password fields are required. If you do not enter these fields, or enter an incorrect User Name or Password, an error message will appear.

Check that the User Name and Password is correct and try again. If you still are having problems logging in, contact the FAMIS Administrator, 885-2880 or the Fiscal Office.

Default Time Cards

If you work the same schedule most weeks, entering your time each week can be completed with only a few mouse clicks. Many Facilities Services employees have a default schedule stored in FAMIS, which allows the FAMIS Webtime to load default time in/time outs and work orders.

If your default schedule is stored in FAMIS, then to complete your time card each week, you would do the following:

1. If this is the first time you logged into FAMIS Webtime, your time card will look something like Figure 6 below.

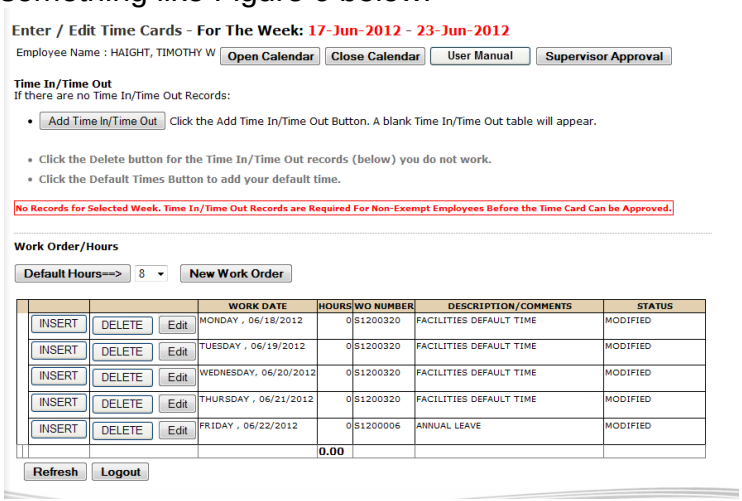

Enter / Edit Time Cards - For The Week: 17-Jun-2012 - 23-Jun-2012
Employee Name : HAIGHT, TIMOTHY W
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
If there are no Time In/Time Out Records:
Add Time In/Time Out
Click the Add Time In/Time Out Button. A blank Time In/Time Out table will appear.
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
No Records for Selected Week. Time In/Time Out Records are Required For Non-Exempt Employees Before the Time Card Can be Approved.
Work Order/Hours
Default Hours==>
8
New Work Order
WORK DATE
HOURS
WO NUMBER
DESCRIPTION/COMMENTS
STATUS
INSERT
DELETE
Edit
MONDAY , 06/18/2012 0 S1200320 FACILITIES DEFAULT TIME MODIFIED
TUESDAY , 06/19/2012 0 S1200320 FACILITIES DEFAULT TIME MODIFIED
WEDNESDAY, 06/20/2012 0 S1200320 FACILITIES DEFAULT TIME MODIFIED
THURSDAY , 06/21/2012 0 S1200320 FACILITIES DEFAULT TIME MODIFIED
FRIDAY , 06/22/2012 0 S1200006 ANNUAL LEAVE MODIFIED
0.00
Refresh
Logout

Figure 6 - First of the Week Time Card

2. If there are no Time In/Time Out records, click the Add Time In/Time Out button. This will create Time In/Time Out records for the current week showing.

Figure 7 - After Adding Blank Time In/time Out Records

3. Click the Delete button in the Time In/Time Out table for the days you do not work.
   Example 1: If you work Monday - Friday, delete Sunday and Saturday.
   Example 2: If you work overnight where you have a split shift during the day starting on Monday afternoon and ending on Saturday morning, delete Sunday.

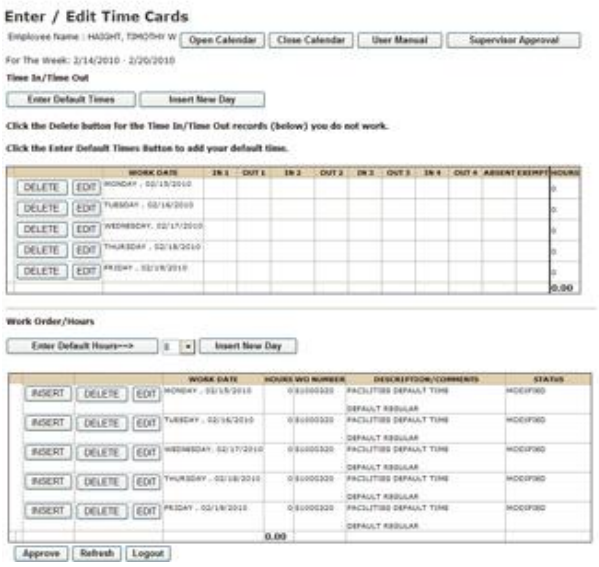


Figure 8 - After Deleting Non Working Days

4. Click the Enter Default Times button above the Time In/Time Out table. This will flood in your default time in and time outs into the table for the current week showing.

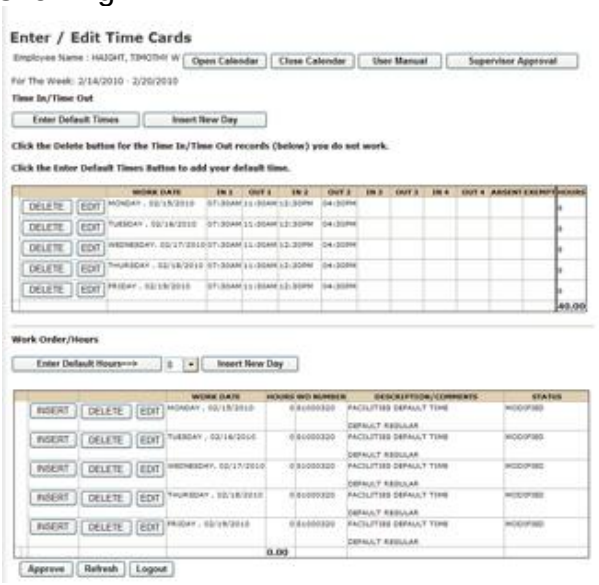


Figure 8 - After Entering Default Time In/Time Outs

5. Click the Enter Default Hours button above the Work Orders/Hours table. This will enter 8 hours in each record in the Work Order/Hours table for the current week showing.

If you work a different number of hours each day (for example 4 X 10 hours), change the number of hours in the drop down list to the number of default hours, then click the Enter Default Hours button.

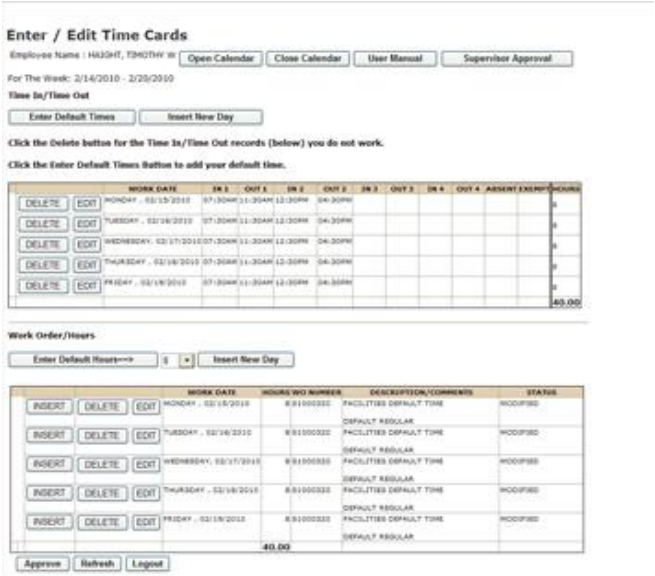


Figure 9 - After Entering Default Hours for Work Orders

6. Click the Approve button (below the Work Orders/Hours table) to approve the weekly time card. This will change the Labor Status for your Work Order/Hours table for the current week showing to E APPROVE.

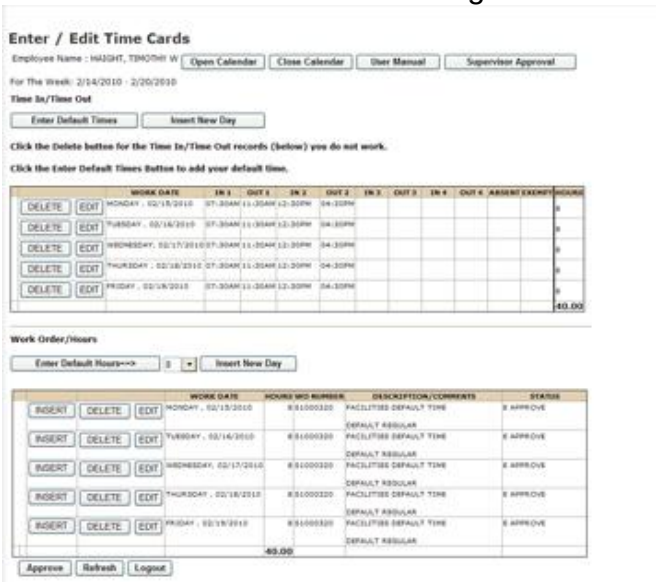


Figure 9 - After Approving Your Time Card

7. Click the Logout button to log out and return to the Login Screen.

Adding a New Time In/Time Out Record

There may be times when you will need to add a Time In/Time Out record, such as getting called in to work on a day off. To add a new Time In/Time Out record:

1. Click the Insert New Day button (located above the Time In/Time Out table). This will open the Insert New Day form.

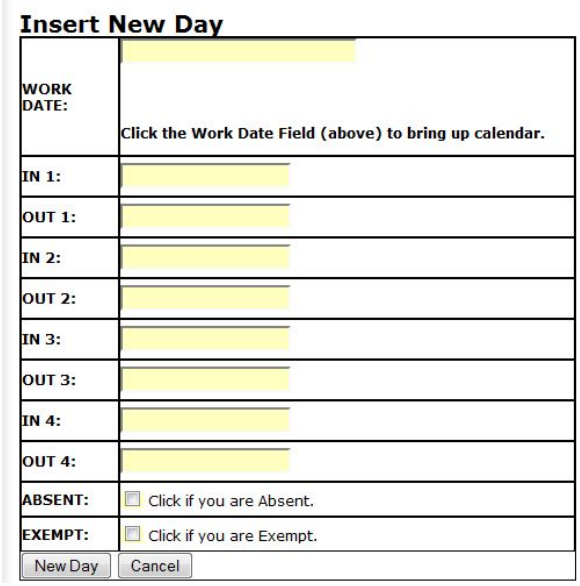


Figure 9 - Insert New Day Form

2. Click the Work Date field to bring up the calendar. Select the work date from the calendar. In Figure 10 below, April 20, 2012 has been selected. When a date is selected, it is entered in the WORK DATE field.

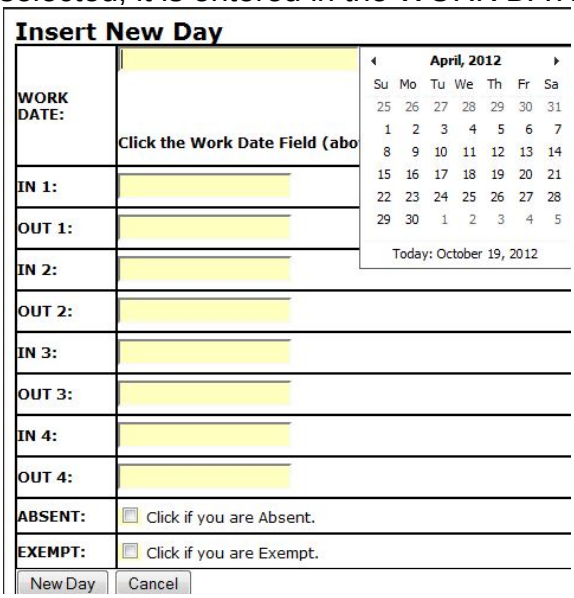
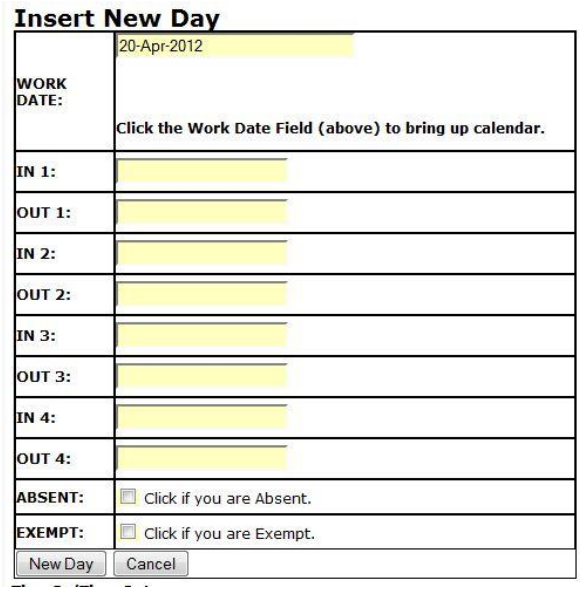


Figure 10 - Selecting Work Date

3. Enter the start time in the IN 1 field. It can be entered by enter typing the start time in the IN 1 field, or by selecting the start time from the drop down list.



All the start and end times must be in the HH:MM AM/PM format, such as 07:30AM. Also the minutes must be in 15 minute increments (00, 15, 30, or 45). If you type the time in the start or end time fields, the field will auto complete.

Figure 11 - IN 1 Times Drop Down List

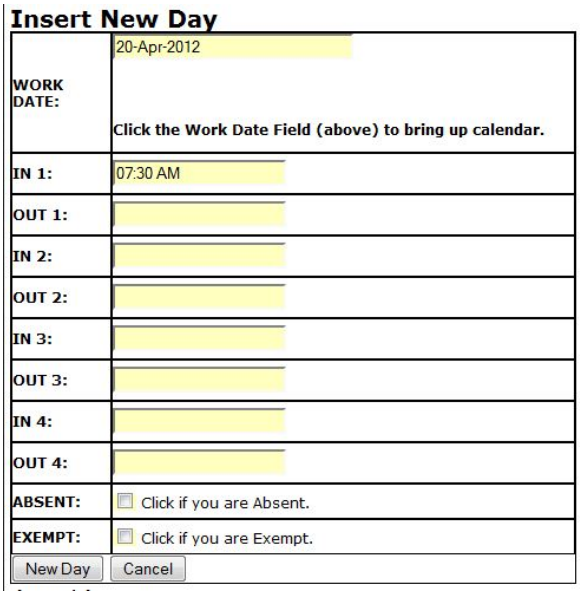


Figure 11 - IN 1 Field Filled In

4. Enter the end time in the OUT 1 field like you did in the IN 1 field.

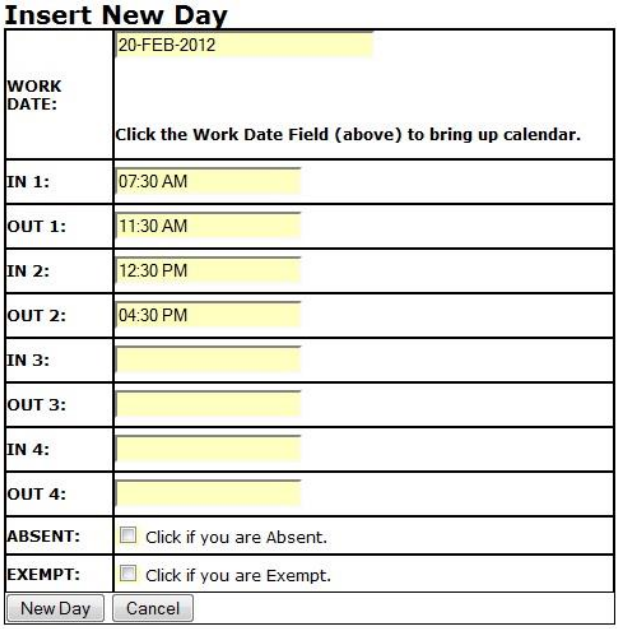


Figure 12 - Entering Time in OUT 1 Field Using Auto complete.

5. Repeat steps 3 and 4 above for the IN 2 and OUT 2 fields.

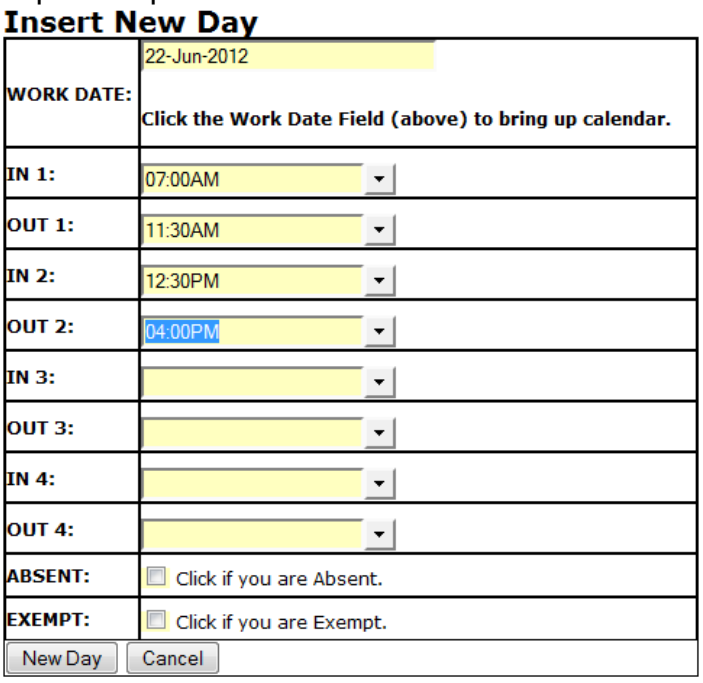


Figure 13 - IN 2 and OUT 2 Fields Entered

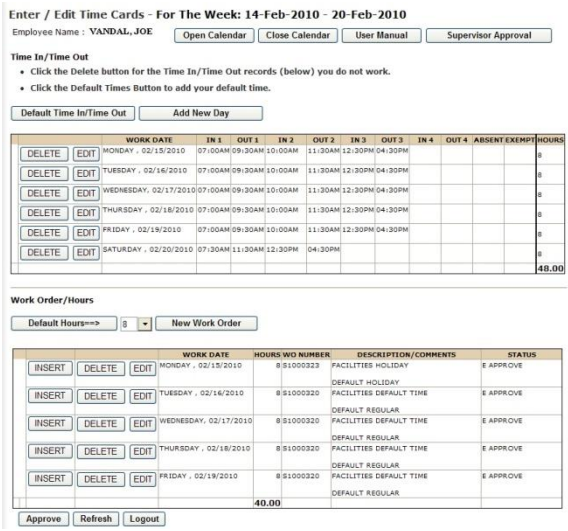


Figure 14 - New Day Entered

6. Click the New Day button (below the Exempt field) to add the new day.
7. In Figure 13 above, the user started at 07:30AM and stopped for lunch at 11:30AM on 22-JUN-2012. The user resumed work at 12:30PM and finished work for the day at 04:00PM.

   If additional time in and time outs are necessary, the IN and OUT pairs 3 and 4 are available. In Figure 15 below, the user worked a split graveyard shift, starting at 12:00AM (midnight), stopping at 02:00AM, starting again at 05:00PM, stopping for lunch at 09:00PM, starting again at 10:00PM, and ending the day at 12:00AM (midnight).

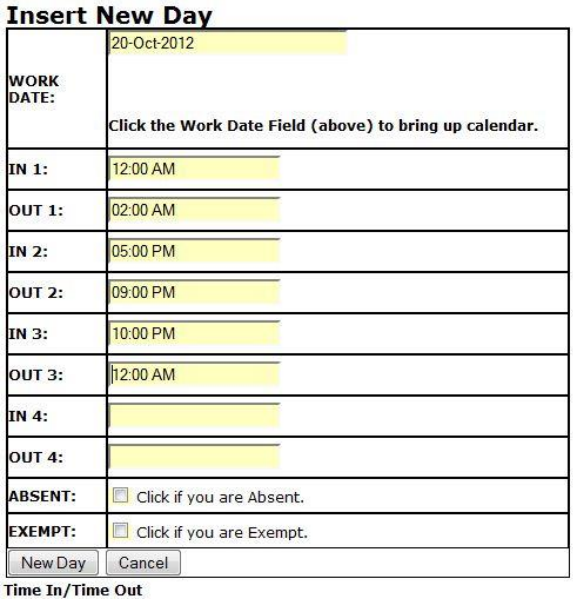


Figure 15 - IN and OUT Pairs 1 Through 3 Used Showing Split Day

Editing a Time In/Time Out Record

The Enter Default Times button above the Time In/Time Out table uses values stored in FAMIS to enter your default time in/time records into your time card for the selected week. When you work a different schedule than your default, then it becomes necessary to edit your time in/time out records manually.

The easiest way to edit a time in/time out records is to click the Enter Default Times button to enter the default times, and then modify the record. Below are some examples when the time in/time out hours may need to be updated after the default hours have been applied.

User Works a Split Overnight Shift

1. Click the Edit button in the record to be edited.

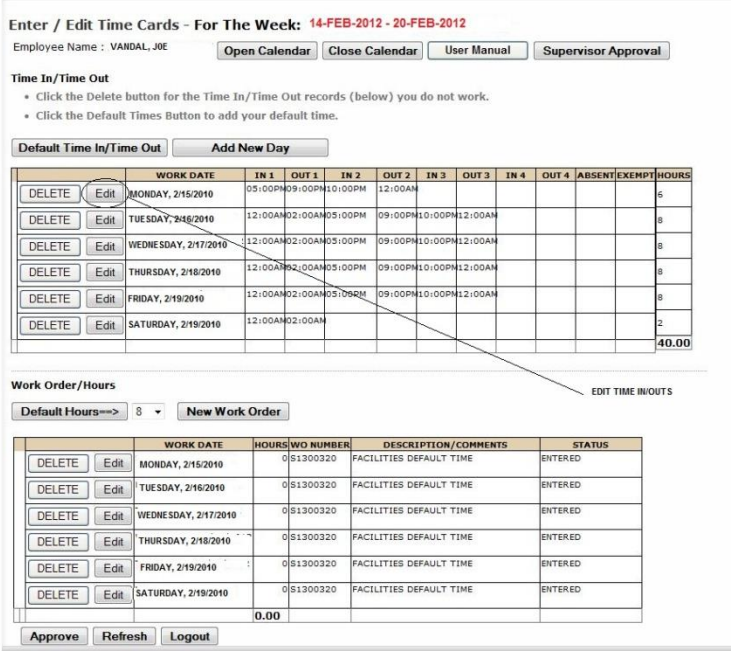


Figure 16 - Time In/Time Out Table

2. In Figure 16 above, it shows the user has a split shift, where he clocks in at 12:00AM, clocks off at 02:00AM, clocks in at 5:00PM, clocks off at 09:00PM, clocks in at 10:00PM, and clocks off at 12:00PM 6 days a week.

   In this example, the user needs to remove the first time in/time out pair on Monday (12:00AM - 02:00AM), as well as the second and third time in/time out pairs on Saturday (05:00PM - 09:00PM, 10:00PM - 12:00AM). So the Edit button for Monday has been clicked.

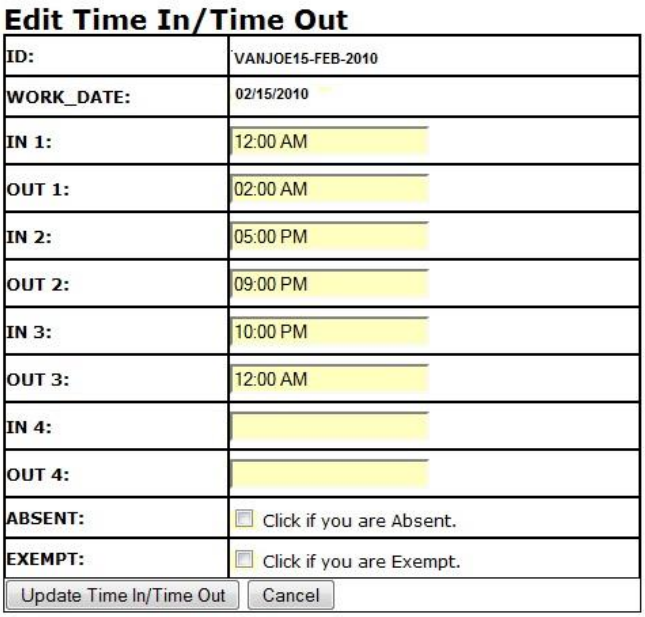


Figure 17 - Edit Time In/Time Out Form

3. Make the changes to the time in and time out pair. In this example, remove the values in TI_1 and TO_1.

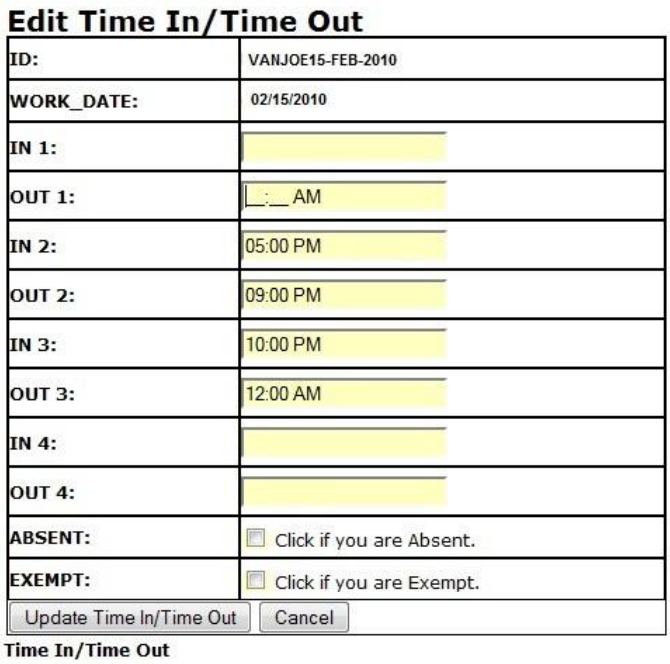
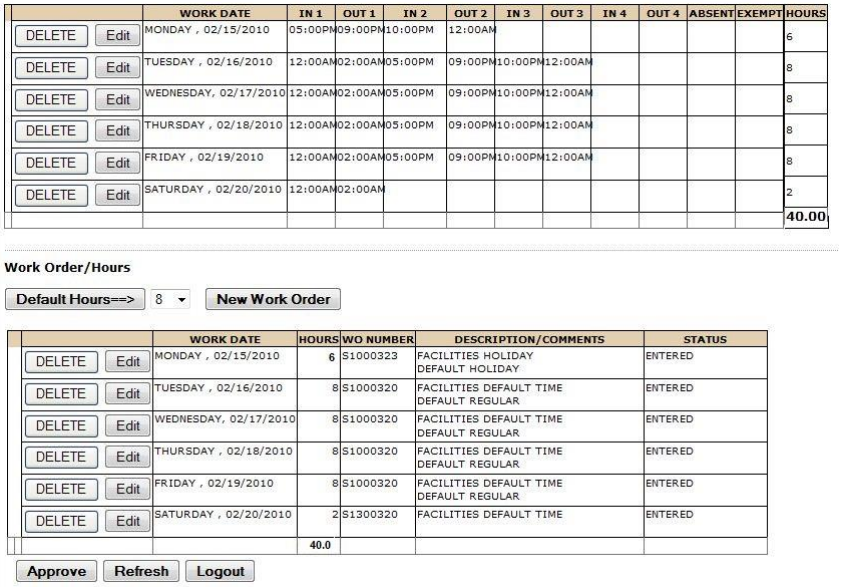


Figure 18 - Edited Time In/Time Out Form

4. Click the Update Time In/Time Out button to save the changes. In the above example, the values for the second and third time in/time out pairs will shift to the first and second pairs.

5. Repeat steps 2-4 for any other days to be edited. In this example, Saturday needs to be updated to remove the second and third time in/time out pairs. In Figure 19 below, the second and third time in/time out pairs on Saturday have been removed so now the correct number of hours is showing for a user working split shifts during a given week.



	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE Edit	MONDAY , 02/15/2010	05:00PM	09:00PM	10:00PM	12:00AM							6
DELETE Edit	TUESDAY , 02/16/2010	12:00AM	02:00AM	05:00PM	09:00PM	10:00PM	12:00AM					8
DELETE Edit	WEDNESDAY, 02/17/2010	12:00AM	02:00AM	05:00PM	09:00PM	10:00PM	12:00AM					8
DELETE Edit	THURSDAY , 02/18/2010	12:00AM	02:00AM	05:00PM	09:00PM	10:00PM	12:00AM					8
DELETE Edit	FRIDAY , 02/19/2010	12:00AM	02:00AM	05:00PM	09:00PM	10:00PM	12:00AM					8
DELETE Edit	SATURDAY , 02/20/2010	12:00AM	02:00AM									2
												40.00

Work Order/Hours

Default Hours==> 8 New Work Order

	WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
DELETE Edit	MONDAY , 02/15/2010	6	S1000323	FACILITIES HOLIDAY DEFAULT HOLIDAY	ENTERED
DELETE Edit	TUESDAY , 02/16/2010	8	S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE Edit	WEDNESDAY, 02/17/2010	8	S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE Edit	THURSDAY , 02/18/2010	8	S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE Edit	FRIDAY , 02/19/2010	8	S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	ENTERED
DELETE Edit	SATURDAY , 02/20/2010	2	S1300320	FACILITIES DEFAULT TIME	ENTERED
		40.0			

Approve Refresh Logout

Figure 19 - Time Card With Split Hours

User Works Different Hours One Day

There are times where you may need to work different times on a given day. To change these hours, do the following:

1. Click the Edit button in the record to be edited.

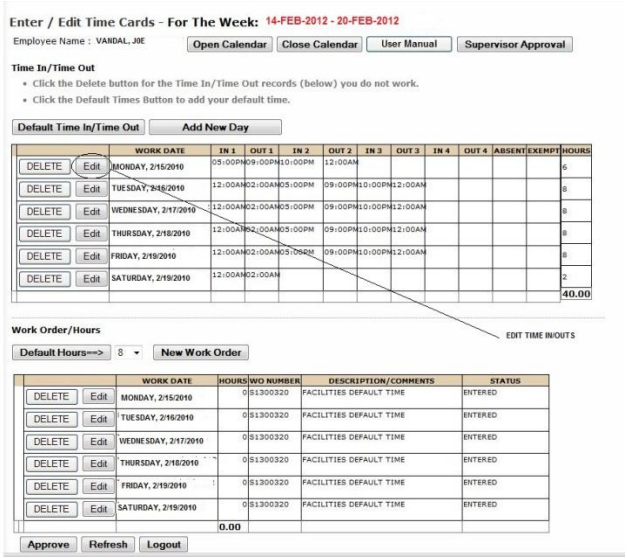

Enter / Edit Time Cards - For The Week: 14-FEB-2012 - 20-FEB-2012
Employee Name : VANDAL, JOE
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day
Work Order/Hours
Default Hours==> 8
New Work Order
EDIT TIME IN/OUTS
Approve
Refresh
Logout

Figure 20 - Time In/Time Out Table

2. In this example, the user came in early on Monday to be able to leave early. So the start time needs to be changed to 07:00AM. He clocked out for lunch at 11:00AM, clocked back in at 12:00PM, and left for the day at 4:00 pm.

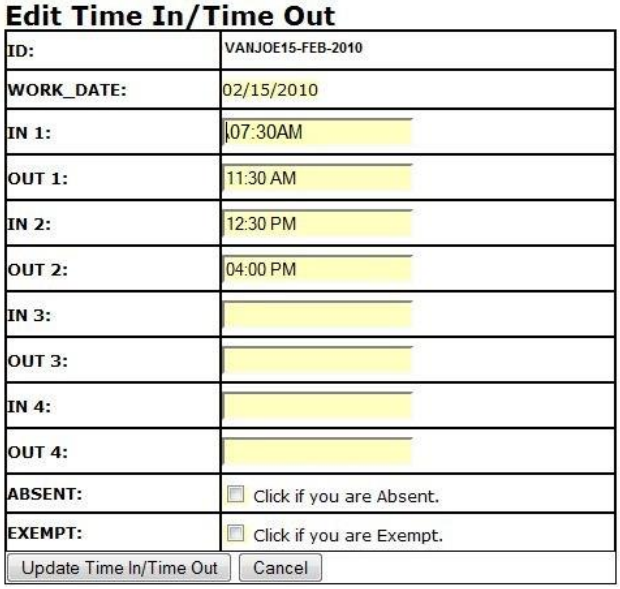


Figure 21 - Edit Time In/Time Out Form

3. Enter the start time in the IN or OUT field(s) that needs updating. It can be entered by enter typing the start time in the IN 1 field, or by selecting the start time from the drop down list.

   All the start and end times must be in the HH:MM AM/PM format, such as 07:30AM. Also the minutes must be in 15 minute increments (00, 15, 30, or 45). If you type the time in the start or end time fields, the field will auto complete.

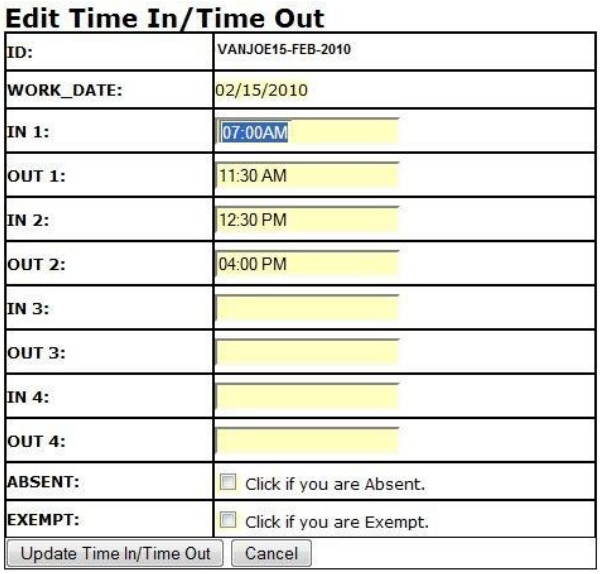


Figure 22 - Editing TI_1 field

4. Press the TAB key twice to go to the next field. Enter the time like you did in step 3 above.

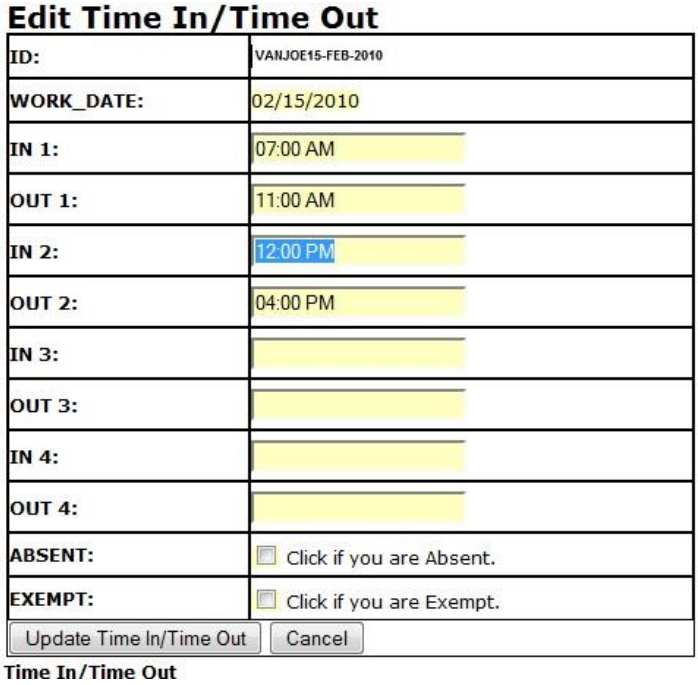


Figure 23 - Editing TO_1 field

5. Repeat steps 3 and 4 above, if necessary.

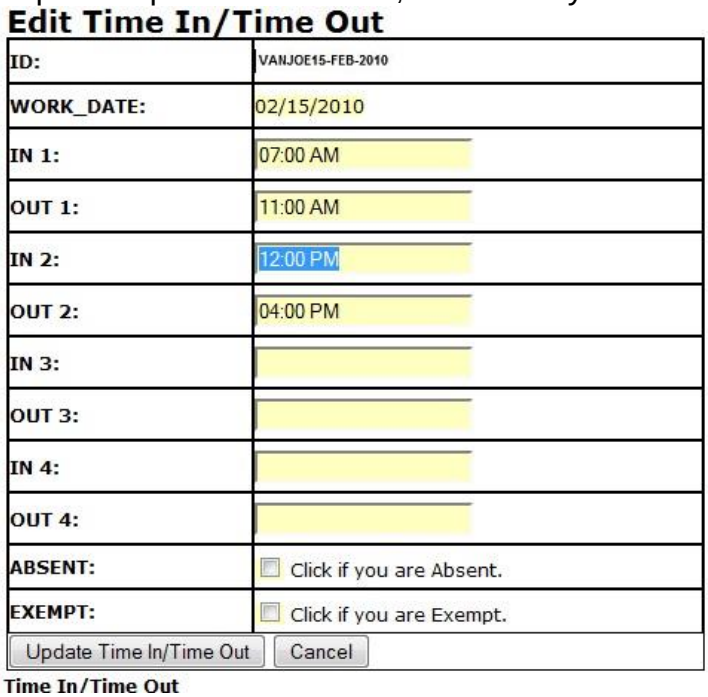
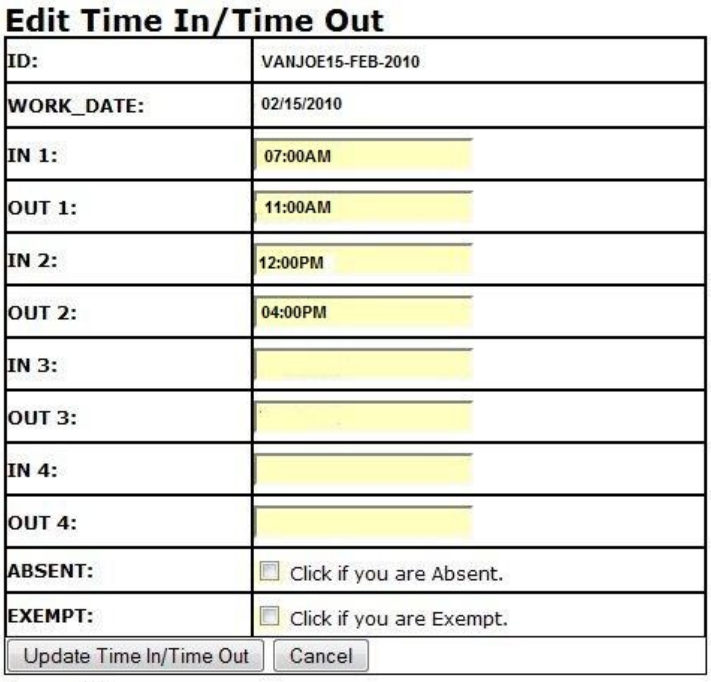


Figure 24 - Editing TI_2 field



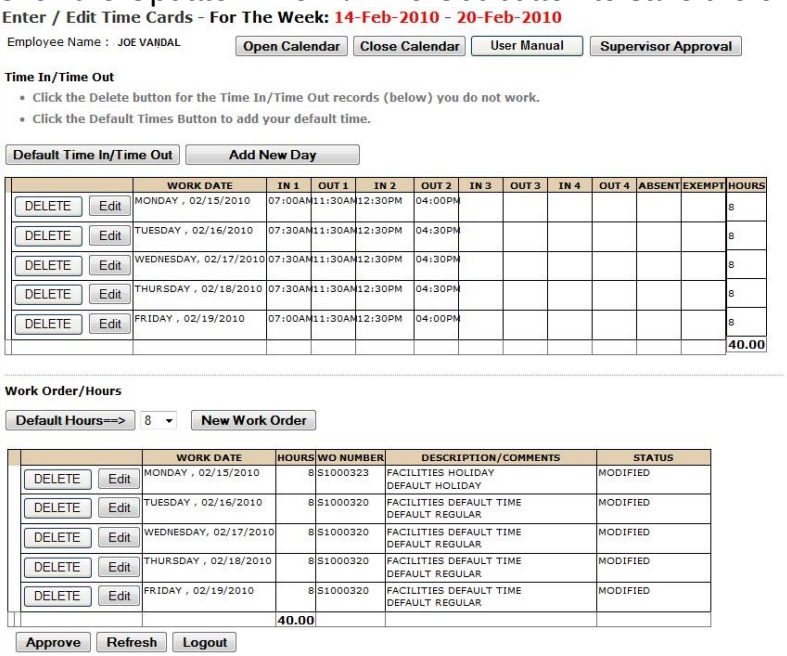
Edit Time In/Time Out

ID:	VANJOE15-FEB-2010
WORK_DATE:	02/15/2010
IN 1:	07:00AM
OUT 1:	11:00AM
IN 2:	12:00PM
OUT 2:	04:00PM
IN 3:	
OUT 3:	
IN 4:	
OUT 4:	
ABSENT:	Click if you are Absent.
EXEMPT:	Click if you are Exempt.

Update Time In/Time Out | Cancel

Figure 25 - Editing TO_2 field

6. Click the Update Time In/Time Out button to save the changes.



Enter / Edit Time Cards - For The Week: 14-Feb-2010 - 20-Feb-2010

Employee Name : JOE VANDAL | Open Calendar | Close Calendar | User Manual | Supervisor Approval

Time In/Time Out

- Click the Delete button for the Time In/Time Out records (below) you do not work.
- Click the Default Times Button to add your default time.

Default Time In/Time Out | Add New Day

	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE Edit	MONDAY , 02/15/2010	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE Edit	TUESDAY , 02/16/2010	07:30AM	11:30AM	12:30PM	04:30PM							8
DELETE Edit	WEDNESDAY, 02/17/2010	07:30AM	11:30AM	12:30PM	04:30PM							8
DELETE Edit	THURSDAY , 02/18/2010	07:30AM	11:30AM	12:30PM	04:30PM							8
DELETE Edit	FRIDAY , 02/19/2010	07:00AM	11:30AM	12:30PM	04:00PM							8
												40.00

Work Order/Hours

Default Hours==> 8 | New Work Order

	WORK DATE	HOURS	WO NUMBER	DESCRIPTION/COMMENTS	STATUS
DELETE Edit	MONDAY , 02/15/2010	8	S1000323	FACILITIES HOLIDAY DEFAULT HOLIDAY	MODIFIED
DELETE Edit	TUESDAY , 02/16/2010	8	S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	MODIFIED
DELETE Edit	WEDNESDAY, 02/17/2010	8	S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	MODIFIED
DELETE Edit	THURSDAY , 02/18/2010	8	S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	MODIFIED
DELETE Edit	FRIDAY , 02/19/2010	8	S1000320	FACILITIES DEFAULT TIME DEFAULT REGULAR	MODIFIED
		40.00			

Approve | Refresh | Logout

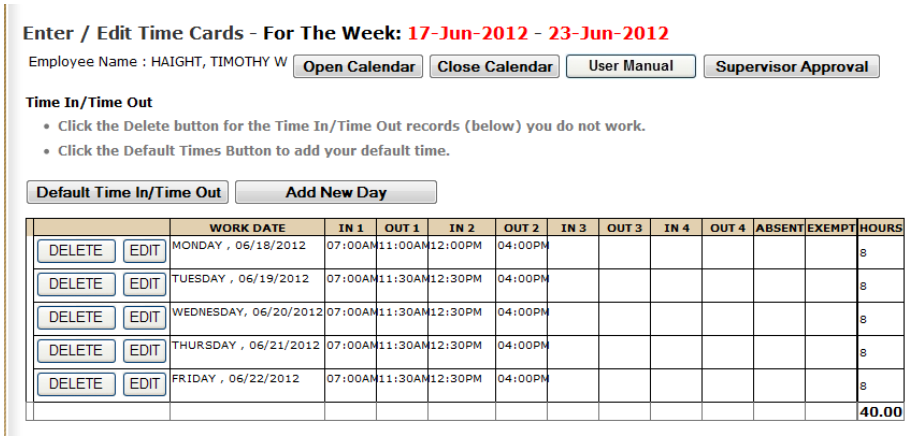
Figure 25 - Time Card Showing Edited Times on Monday

Absences

The Time In/Time Out table is used to record the time you are actually working. Absences, such as holidays, leave, and sick time are indicated by a Y in the Absence field. In the example below, Monday is a holiday, and the user is not working that day.

To indicate the absence, do the following:

1. Click the Edit button in the record to be edited.


Enter / Edit Time Cards - For The Week: 17-Jun-2012 - 23-Jun-2012
Employee Name : HAIGHT, TIMOTHY W
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day

	WORK DATE	IN 1	OUT 1	IN 2	OUT 2	IN 3	OUT 3	IN 4	OUT 4	ABSENT	EXEMPT	HOURS
DELETE EDIT	MONDAY , 06/18/2012	07:00AM	11:00AM	12:00PM	04:00PM							8
DELETE EDIT	TUESDAY , 06/19/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE EDIT	WEDNESDAY, 06/20/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE EDIT	THURSDAY , 06/21/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
DELETE EDIT	FRIDAY , 06/22/2012	07:00AM	11:30AM	12:30PM	04:00PM							8
												40.00

Figure 26 - Time In/Time Out Table

2. Check the Click if your are Absent box.

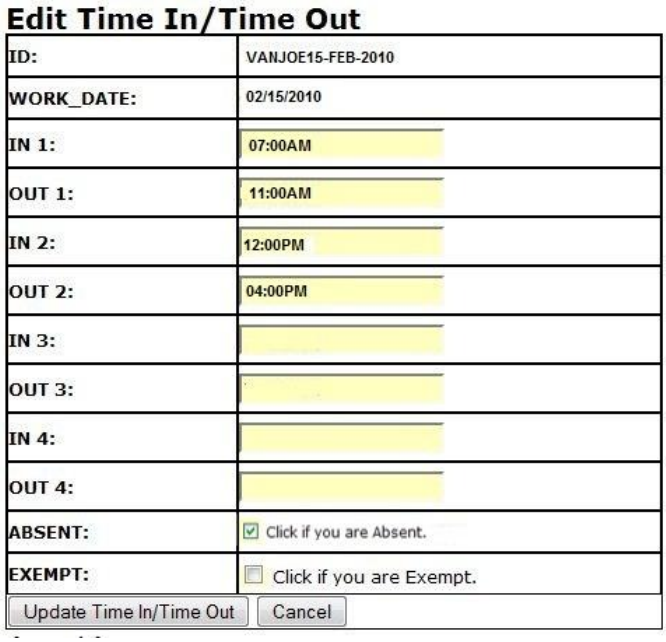


Figure 27 - Updating Absent Flag

3. Click the Update Time In/Time Out button. This will change the Absent flag to Y and remove time in / time out values for that record.

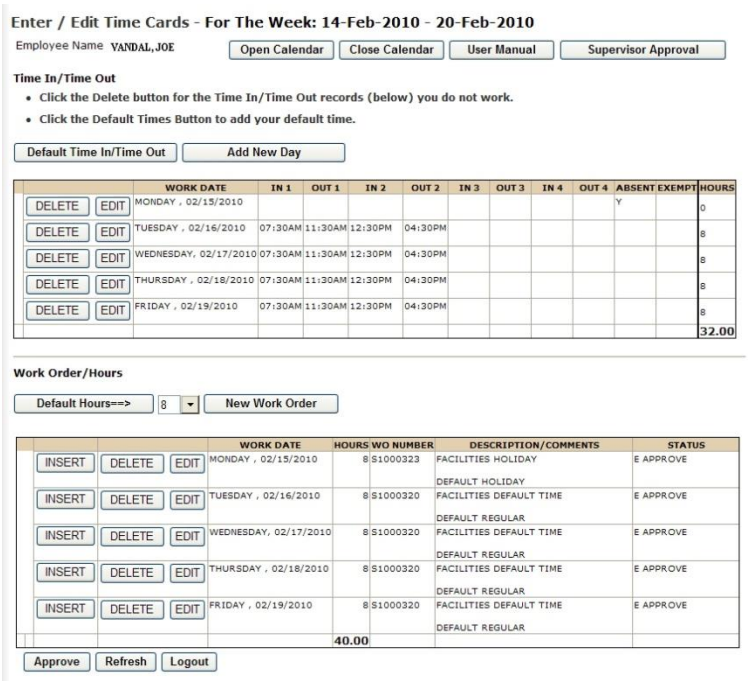

Enter / Edit Time Cards - For The Week: 14-Feb-2010 - 20-Feb-2010
Employee Name VANDAL, JOE
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day
WORK DATE IN 1 OUT 1 IN 2 OUT 2 IN 3 OUT 3 IN 4 OUT 4 ABSENT EXEMPT HOURS
MONDAY , 02/15/2010 Y 0
TUESDAY , 02/16/2010 07:30AM 11:30AM 12:30PM 04:30PM 8
WEDNESDAY, 02/17/2010 07:30AM 11:30AM 12:30PM 04:30PM 8
THURSDAY , 02/18/2010 07:30AM 11:30AM 12:30PM 04:30PM 8
FRIDAY , 02/19/2010 07:30AM 11:30AM 12:30PM 04:30PM 8
32.00
Work Order/Hours
Default Hours==>
8
New Work Order
WORK DATE HOURS WO NUMBER DESCRIPTION/COMMENTS STATUS
MONDAY , 02/15/2010 8 S1000323 FACILITIES HOLIDAY DEFAULT HOLIDAY E APPROVE
TUESDAY , 02/16/2010 8 S1000320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
WEDNESDAY, 02/17/2010 8 S1000320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
THURSDAY , 02/18/2010 8 S1000320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
FRIDAY , 02/19/2010 8 S1000320 FACILITIES DEFAULT TIME DEFAULT REGULAR E APPROVE
40.00
Approve
Refresh
Logout

Figure 28 - Updating Absent Flag

Adding Work Orders

Default work order records are created weekly. If you work a regular schedule, then all you would need to do is update the number of hours worked for each work order by clicking the Enter Default Hours==> button above the Work Orders/Hours table to update your labor records for the week.

You are paid based on the entries in the Work Order/Hours table. In the Time In/Time Out table, absences are indicated by a Y in the Absent field, and the total hours are the number of hours actually worked. For the Work Order/Hours table, these absences must be accounted for. For example, on Monday, February 15, 2010, the user was absent due to the President's Day Holiday. In the Work Order/Hours table, this was accounted for with Work Order S1300323 (FACILITIES HOLIDAY).

There are times when you will need to add a work order, such as when you do work on a work order other your default work order, such as S1300320 (FACILITIES DEFAULT TIME, FY13). To add a new work order:

1. Click the Insert New Work Order button above the Work Order/Hours table.

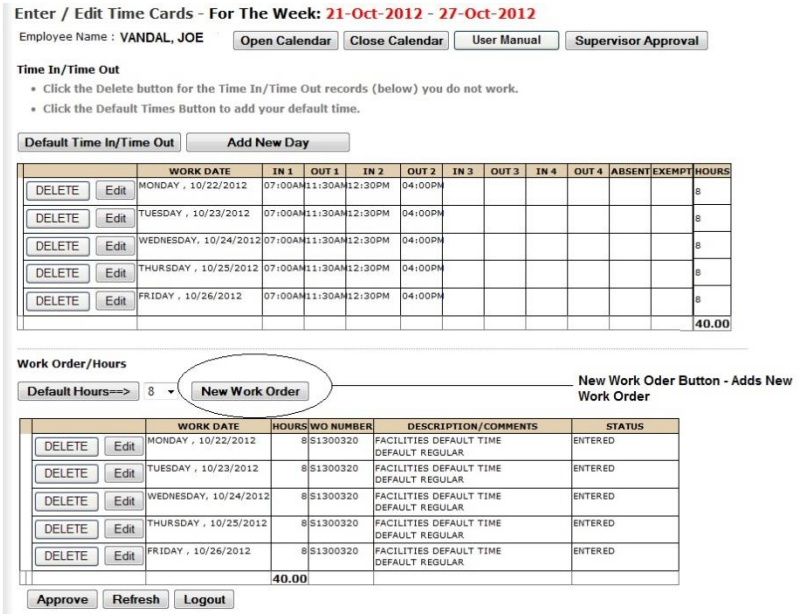

Enter / Edit Time Cards - For The Week: 21-Oct-2012 - 27-Oct-2012
Employee Name : VANDAL, JOE
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day
Work Order/Hours
Default Hours==>
New Work Order
New Work Oder Button - Adds New Work Order
Approve
Refresh
Logout

Figure 29 - Work Order/Hours Insert New Order Button

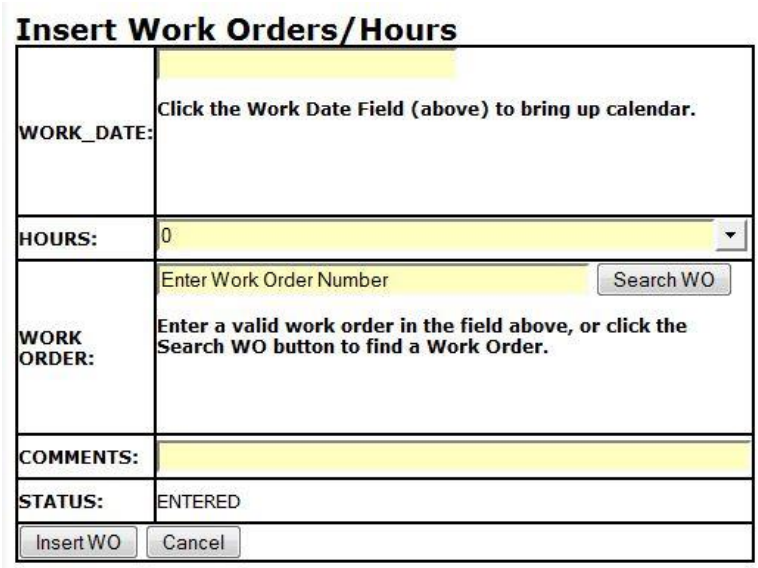


Figure 30 - Insert Work Orders/Hours Form

2. Click the Work_Date field to bring up the calendar.

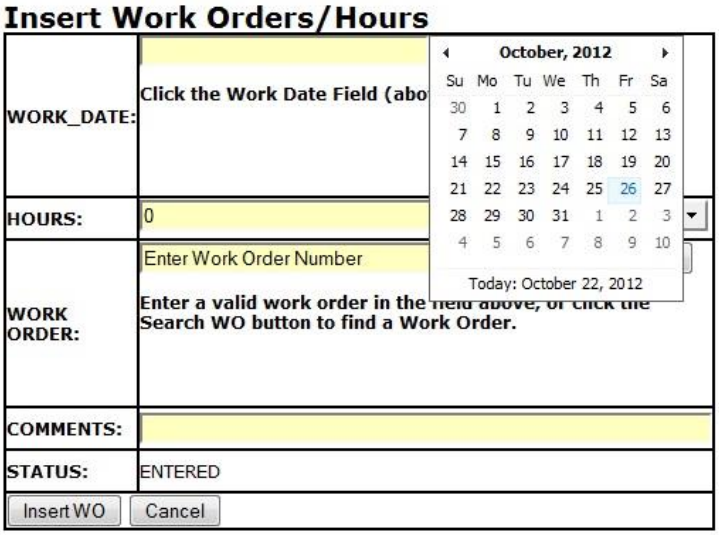

Insert Work Orders/Hours
WORK_DATE:
Click the Work Date Field (abo
October, 2012
Su Mo Tu We Th Fr Sa
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10
Today: October 22, 2012
HOURS:
0
WORK ORDER:
Enter Work Order Number
Enter a valid work order in the field above, or click the
Search WO button to find a Work Order.
COMMENTS:
STATUS:
ENTERED
Insert WO
Cancel

Figure 31 - Work_Date Field Calendar

3. Click the date in the calendar to enter the date into the Work_Date field. Press the TAB key to go to the Hours field.

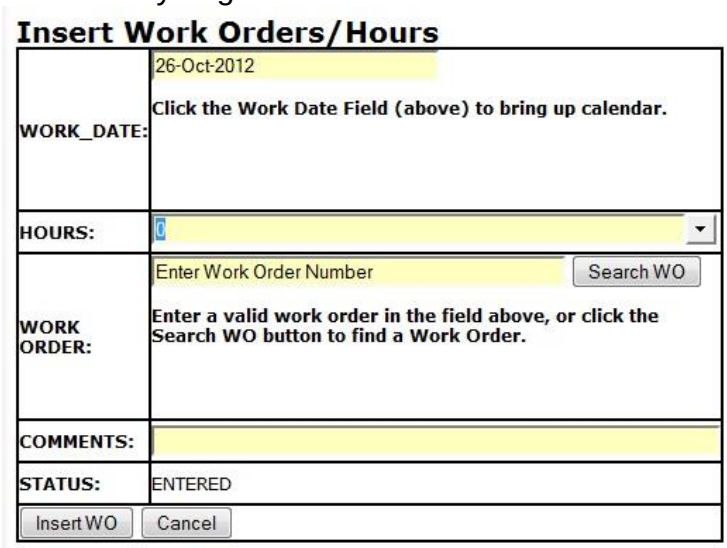


Figure 32 - Work_Date Field Filled In

4. Enter the number of hours in the Hours field. The hours must be between 0 and 12. A decimal is not required, but if a partial hour is to be entered, it must be in quarter hour increments (.25, 50, or .75). Tab to the next field.

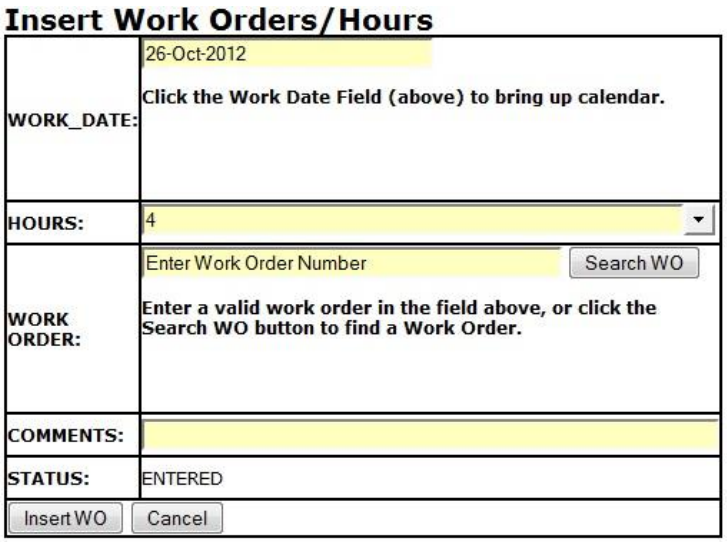


Figure 33 - Hours Field

5. Enter the Work Order Number in the "Enter Work Order Number" field. As you start typing in the field, the field will start to auto fill. You can also select the work order number from the auto fill dropdown list.

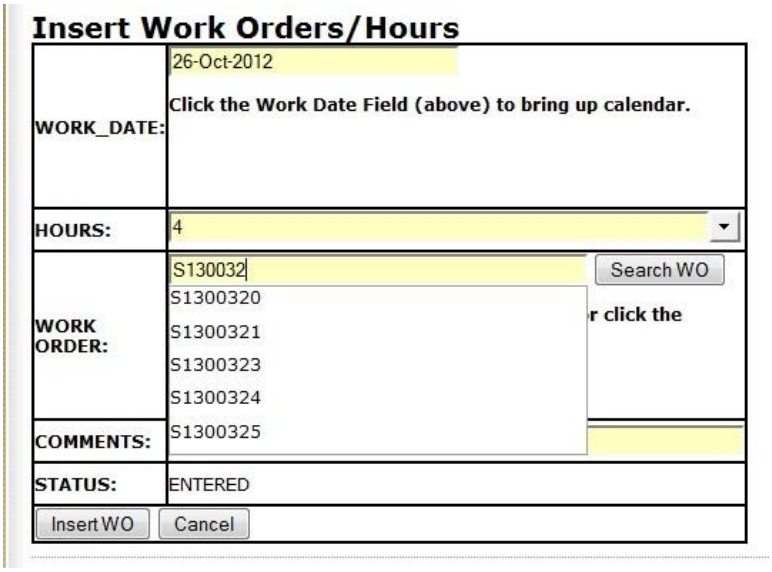


Figure 34 WO Field

If you enter an incorrect work order number, an error message will appear and the Insert WO button will disappear. Correct the error to continue.

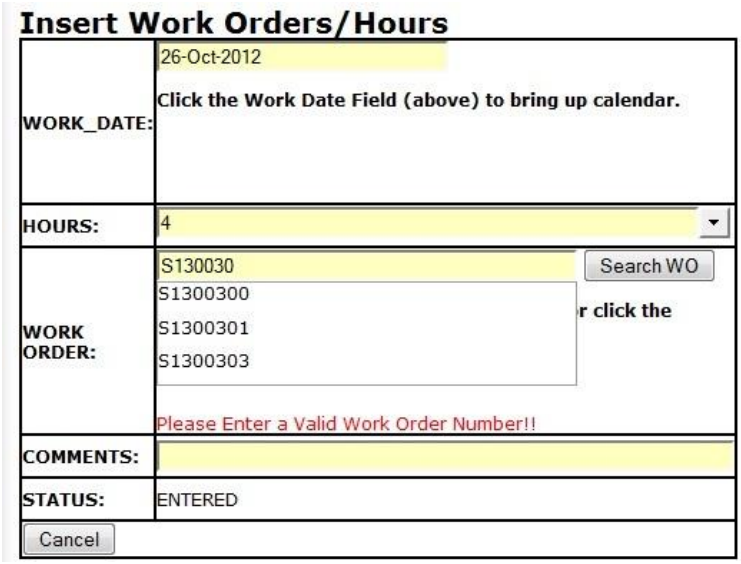


Figure 35 - Work Order Error Message

6. If you do not know the work order number, click the Search WO button. The Select WO from List will appear. As you start typing the work order number, the list will auto fill with matching work order numbers and their descriptions. Select the appropriate work order from the list.

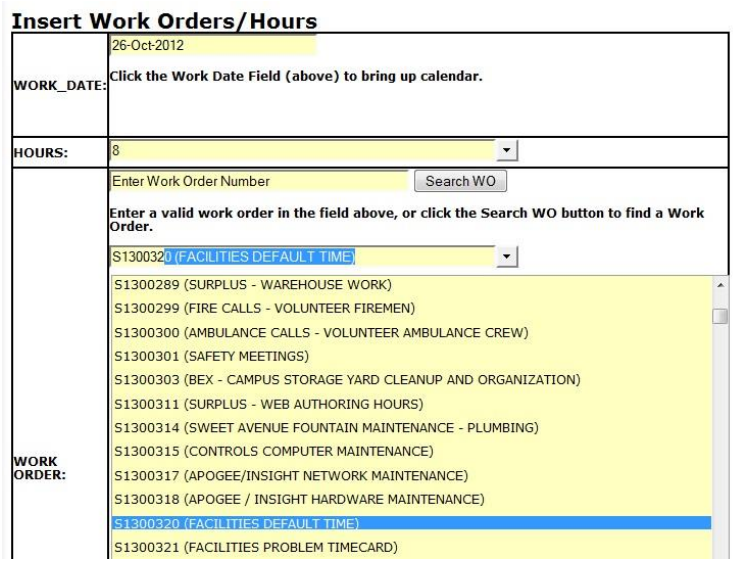

Insert Work Orders/Hours
WORK_DATE:
26-Oct-2012
Click the Work Date Field (above) to bring up calendar.
HOURS:
8
WORK ORDER:
Enter Work Order Number
Search WO
Enter a valid work order in the field above, or click the Search WO button to find a Work Order.
S130032 0 (FACILITIES DEFAULT TIME)
S1300289 (SURPLUS - WAREHOUSE WORK)
S1300299 (FIRE CALLS - VOLUNTEER FIREMEN)
S1300300 (AMBULANCE CALLS - VOLUNTEER AMBULANCE CREW)
S1300301 (SAFETY MEETINGS)
S1300303 (BEX - CAMPUS STORAGE YARD CLEANUP AND ORGANIZATION)
S1300311 (SURPLUS - WEB AUTHORING HOURS)
S1300314 (SWEET AVENUE FOUNTAIN MAINTENANCE - PLUMBING)
S1300315 (CONTROLS COMPUTER MAINTENANCE)
S1300317 (APOGEE/INSIGHT NETWORK MAINTENANCE)
S1300318 (APOGEE / INSIGHT HARDWARE MAINTENANCE)
S1300320 (FACILITIES DEFAULT TIME)
S1300321 (FACILITIES PROBLEM TIMECARD)

Figure 36 - Work Order Selected from Search box

7. Enter your comments in the Comments field. This is optional.

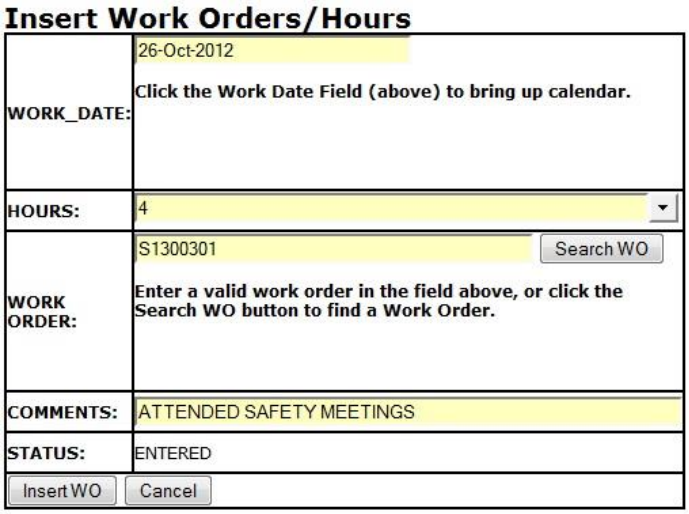
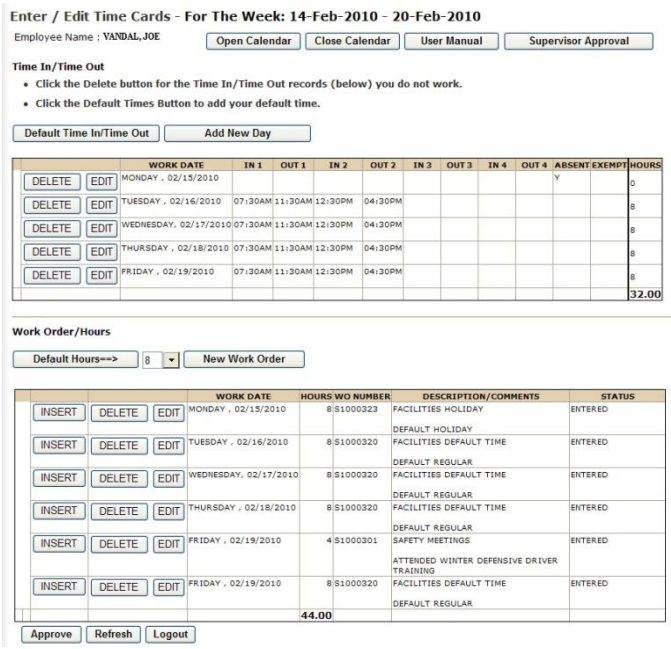


Figure 38 - Comments Field

8. Click the Insert WO button to save the work order.



9. If necessary, make adjustments to other work orders for that day, or add additional Time In/Time Out records. In the above example, the user attended a safety meeting for 4 hours on Friday on Work Order S1000301, and changed the number of hours on Work Order S1000320 from 8 to 4. For instructions on how to change a work order, go to Editing Work Orders.

Editing Work Orders

There may be occasions where a work order needs to be changed. For example, a user may perform work on a different work order part of the day, and the number of hours on the default work order needs to be changed.

In the Adding Work Order section, a new work order, S1000301, was added. The number of hours for default work order, S1000320, needed to be changed. To edit a work order:

1. Click the Edit button for the Work Order/Hours record that needs to be changed.

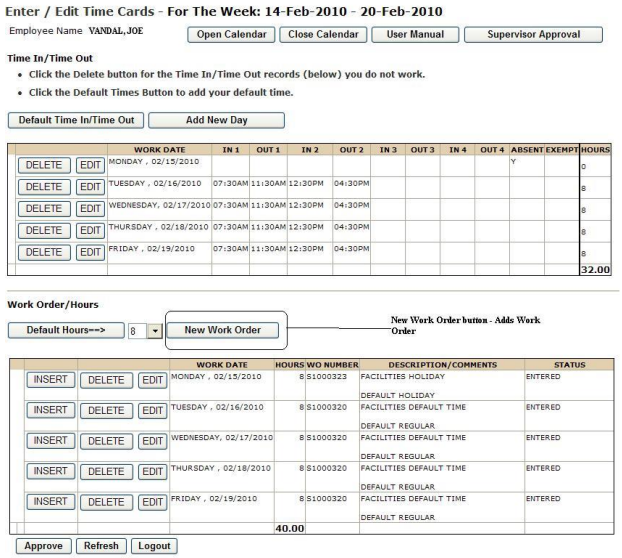

Enter / Edit Time Cards - For The Week: 14-Feb-2010 - 20-Feb-2010
Employee Name VANDAL, JOE
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day
Work Order/Hours
Default Hours-->
New Work Order
New Work Order button - Adds Work Order
Approve
Refresh
Logout

Figure 40 - Edit Button for Work Order/Hours Record to be Changed

2. Edit the items that need to be changed. In this example, the number of hours needs to be changed to 4.

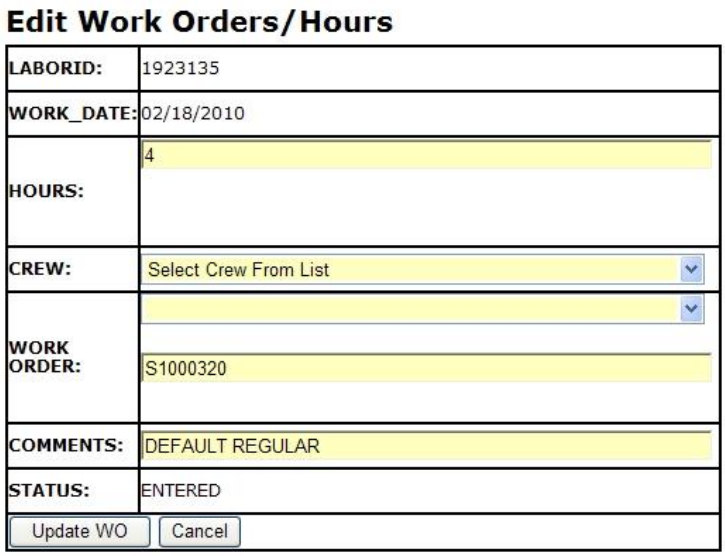


Figure 41 - Editing Hours for Work Order

3. Notes: The hours must be between 0 and 12. A decimal is not required, but if a partial hour is to be entered, it must be in quarter hour increments (25, 50, or .75).

   If you enter a different work order, the work order must be a valid work order, otherwise an error message will appear and the Update WO button will disappear.

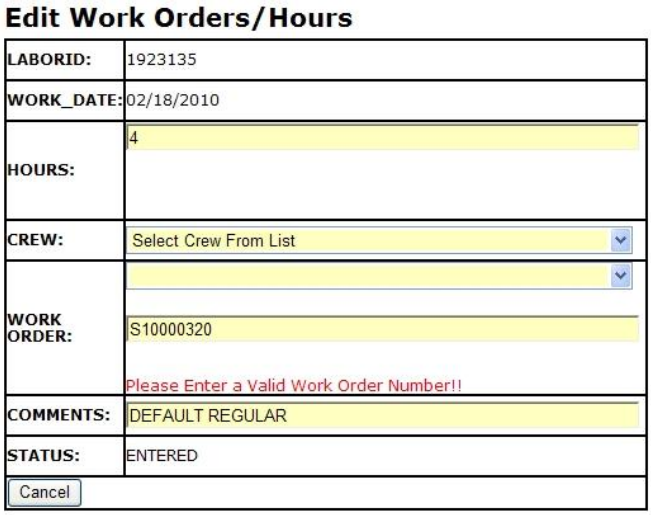


Figure 42 - Work Order Error Message

4. Click the Update WO button to save the changes.

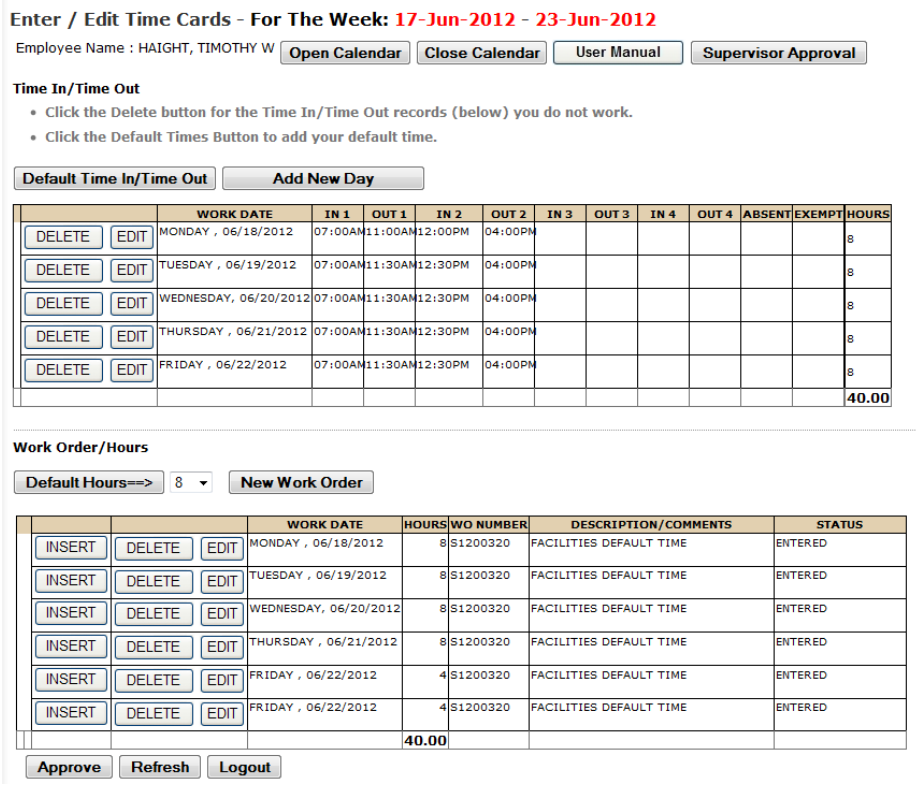
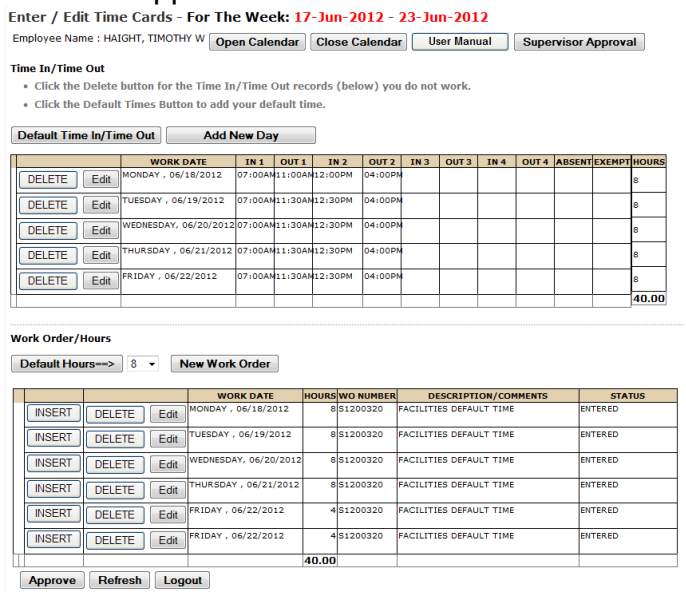

Enter / Edit Time Cards - For The Week: 17-Jun-2012 - 23-Jun-2012
Employee Name : HAIGHT, TIMOTHY W
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day
WORK DATE IN 1 OUT 1 IN 2 OUT 2 IN 3 OUT 3 IN 4 OUT 4 ABSENT EXEMPT HOURS
DELETE EDIT MONDAY , 06/18/2012 07:00AM 11:00AM 12:00PM 04:00PM 8
DELETE EDIT TUESDAY , 06/19/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
DELETE EDIT WEDNESDAY, 06/20/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
DELETE EDIT THURSDAY , 06/21/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
DELETE EDIT FRIDAY , 06/22/2012 07:00AM 11:30AM 12:30PM 04:00PM 8
40.00
Work Order/Hours
Default Hours==> 8
New Work Order
WORK DATE HOURS WO NUMBER DESCRIPTION/COMMENTS STATUS
INSERT DELETE EDIT MONDAY , 06/18/2012 8 S1200320 FACILITIES DEFAULT TIME ENTERED
INSERT DELETE EDIT TUESDAY , 06/19/2012 8 S1200320 FACILITIES DEFAULT TIME ENTERED
INSERT DELETE EDIT WEDNESDAY, 06/20/2012 8 S1200320 FACILITIES DEFAULT TIME ENTERED
INSERT DELETE EDIT THURSDAY , 06/21/2012 8 S1200320 FACILITIES DEFAULT TIME ENTERED
INSERT DELETE EDIT FRIDAY , 06/22/2012 4 S1200320 FACILITIES DEFAULT TIME ENTERED
INSERT DELETE EDIT FRIDAY , 06/22/2012 4 S1200320 FACILITIES DEFAULT TIME ENTERED
40.00
Approve
Refresh
Logout

Figure 43 - Time Card With Work Order Inserted

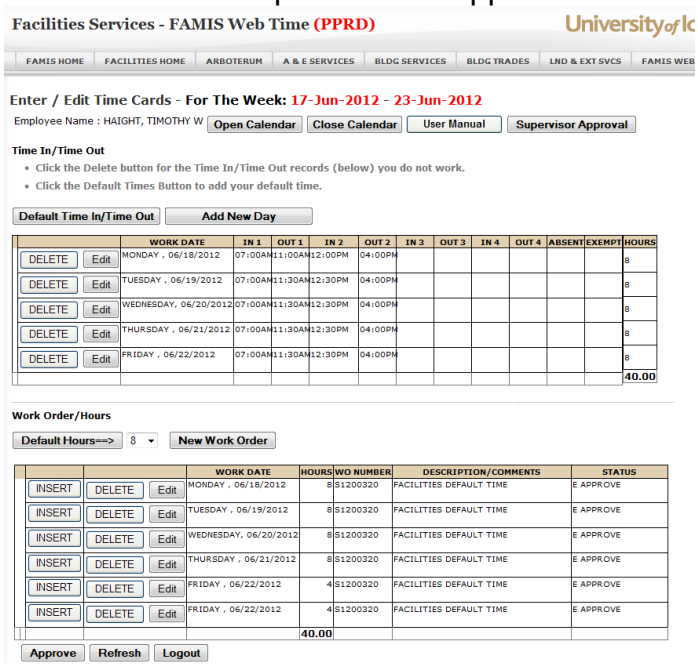
Approving Your Time Card

At the end of the work week, you will need to approve your time card. After your time and work orders have been entered for the week:

1. Click the Approve Button

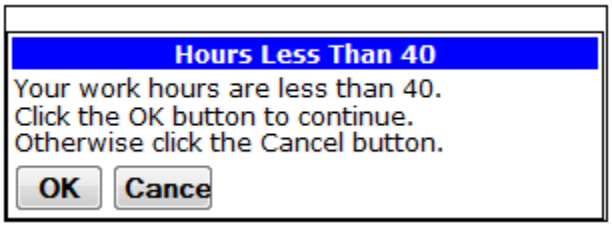

Enter / Edit Time Cards - For The Week: 17-Jun-2012 - 23-Jun-2012
Employee Name : HAIGHT, TIMOTHY W
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day
WORK DATE | IN 1 | OUT 1 | IN 2 | OUT 2 | IN 3 | OUT 3 | IN 4 | OUT 4 | ABSENT | EXEMPT | HOURS
DELETE Edit | MONDAY , 06/18/2012 | 07:00AM | 11:00AM | 12:00PM | 04:00PM | 8
DELETE Edit | TUESDAY , 06/19/2012 | 07:00AM | 11:30AM | 12:30PM | 04:00PM | 8
DELETE Edit | WEDNESDAY, 06/20/2012 | 07:00AM | 11:30AM | 12:30PM | 04:00PM | 8
DELETE Edit | THURSDAY , 06/21/2012 | 07:00AM | 11:30AM | 12:30PM | 04:00PM | 8
DELETE Edit | FRIDAY , 06/22/2012 | 07:00AM | 11:30AM | 12:30PM | 04:00PM | 8
40.00
Work Order/Hours
Default Hours==> 8
New Work Order
INSERT DELETE Edit | MONDAY , 06/18/2012 | 8 | S1200320 | FACILITIES DEFAULT TIME | ENTERED
INSERT DELETE Edit | TUESDAY , 06/19/2012 | 8 | S1200320 | FACILITIES DEFAULT TIME | ENTERED
INSERT DELETE Edit | WEDNESDAY, 06/20/2012 | 8 | S1200320 | FACILITIES DEFAULT TIME | ENTERED
INSERT DELETE Edit | THURSDAY , 06/21/2012 | 8 | S1200320 | FACILITIES DEFAULT TIME | ENTERED
INSERT DELETE Edit | FRIDAY , 06/22/2012 | 4 | S1200320 | FACILITIES DEFAULT TIME | ENTERED
INSERT DELETE Edit | FRIDAY , 06/22/2012 | 4 | S1200320 | FACILITIES DEFAULT TIME | ENTERED
40.00
Approve
Refresh
Logout

2. The status will be updated to E-Approve


Facilities Services - FAMIS Web Time (PPRD)
FAMIS HOME
FACILITIES HOME
ARBOTERUM
A & E SERVICES
BLDG SERVICES
BLDG TRADES
LND & EXT SVCS
Enter / Edit Time Cards - For The Week: 17-Jun-2012 - 23-Jun-2012
Employee Name : HAIGHT, TIMOTHY W
Open Calendar
Close Calendar
User Manual
Supervisor Approval
Time In/Time Out
Click the Delete button for the Time In/Time Out records (below) you do not work.
Click the Default Times Button to add your default time.
Default Time In/Time Out
Add New Day
WORK DATE | IN 1 | OUT 1 | IN 2 | OUT 2 | IN 3 | OUT 3 | IN 4 | OUT 4 | ABSENT | EXEMPT | HOURS
DELETE Edit | MONDAY , 06/18/2012 | 07:00AM | 11:00AM | 12:00PM | 04:00PM | 8
DELETE Edit | TUESDAY , 06/19/2012 | 07:00AM | 11:30AM | 12:30PM | 04:00PM | 8
DELETE Edit | WEDNESDAY, 06/20/2012 | 07:00AM | 11:30AM | 12:30PM | 04:00PM | 8
DELETE Edit | THURSDAY , 06/21/2012 | 07:00AM | 11:30AM | 12:30PM | 04:00PM | 8
DELETE Edit | FRIDAY , 06/22/2012 | 07:00AM | 11:30AM | 12:30PM | 04:00PM | 8
40.00
Work Order/Hours
Default Hours==> 8
New Work Order
INSERT DELETE Edit | MONDAY , 06/18/2012 | 8 | S1200320 | FACILITIES DEFAULT TIME | E APPROVE
INSERT DELETE Edit | TUESDAY , 06/19/2012 | 8 | S1200320 | FACILITIES DEFAULT TIME | E APPROVE
INSERT DELETE Edit | WEDNESDAY, 06/20/2012 | 8 | S1200320 | FACILITIES DEFAULT TIME | E APPROVE
INSERT DELETE Edit | THURSDAY , 06/21/2012 | 8 | S1200320 | FACILITIES DEFAULT TIME | E APPROVE
INSERT DELETE Edit | FRIDAY , 06/22/2012 | 4 | S1200320 | FACILITIES DEFAULT TIME | E APPROVE
INSERT DELETE Edit | FRIDAY , 06/22/2012 | 4 | S1200320 | FACILITIES DEFAULT TIME | E APPROVE
40.00
Approve
Refresh
Logout

Hours Less Than 40

If your total hours are less than 40, this warning will appear.


Hours Less Than 40
Your work hours are less than 40.
Click the OK button to continue.
Otherwise click the Cancel button.
OK
Cance

If this is OK, then click OK, then the status will update to E Approve. If you click CANCEL, then the Status will change to Entered, and you can update your time card.

Deadline to Submit Time Card

So that your time card can be processed, your time card for the week must be approved no later than the following Monday at 9:00 am.

When it's a holiday, you may be requested to submit your time card the Friday (or the last day worked) before the holiday. The Fiscal Office will notify you by email of any changes.

Change History

Date	Description	Changed By
March 3, 2010	Initial Document	Tim Haight
June 22, 2012	Reformatted, Updated Document	Tim Haight
November 9, 2012	Updated Manual	Tim Haight
28 July 2015	Update to use Net Services page	Mike F